

# **CHRIS 2004 Training Schedule**

## **Cincinnati Human Resources Information System**

The Cincinnati Human Resources Information System (CHRIS) manages and tracks essential information on City employees and the jobs that they perform. CHRIS uses information in all areas of human resources as well as in benefits and payroll.

Thanks to the CHRIS team, the following courses are available citywide for employees who use the CHRIS system.

### **CHRIS HUMAN RESOURCES PROCESSING**

Human Resources Processing - This course provides an overview of Human Resources processing in CHRIS, Version 8.3 as shown below. Courses offered as needed.

**HR JOB DATA PROCESSES** (entries done on Job Data pages) – includes New Hires, Rehires, Promotions, Demotions, Pay Rate Changes, Organization Changes, etc.

**HR NON JOB DATA PROCESSES** – includes Name Changes, Address Changes, Phone Number Changes, Employee Reviews, General Absence, Employee Tax, Disciplinary, Licenses, Certificates, etc.

Location: Two Centennial Plaza 1<sup>st</sup> Floor CHRIS Training Room

#### **Training Hours: 8.0**

Includes both the HR Job Data Processes and HR Non Job Data Processes.

#### **Training Hours: 4.0**

**ONLY** includes the HR Non Job Data Processes with a brief look at Job Data pages

### **CHRIS PAYROLL PROCESSING/TIME & LABOR**

Payroll Processing – This course provides an overview of the payroll processing in CHRIS, Version 8.3 including running the payroll attendance report, entering time and running reports for the payroll process. Also included in this course is an overview of the time and labor processes for the departments that use this payroll method. Courses offered as needed.

Location: Two Centennial Plaza 1<sup>st</sup> Floor CHRIS Training Room

Training Hours: 3

### **INTRODUCTION TO CHRIS**

Introduces user to the CHRIS software. Provides an overview of the functionality within CHRIS. Focuses on how-to sign-on, how-to navigate to various pages, how-to select search criteria and how-to print CHRIS reports. Courses offered as needed.

Location: Two Centennial Plaza 1<sup>st</sup> Floor CHRIS Training Room

Training Hours: 3

**CHRIS TRAINING ADMINISTRATION (Registrar)**

Training Administration – This course is directed to the Department Training Registrars and others interested in the training registration and reporting processes. Topics covered in this course include training registration procedures, and generation of confirmation letters and reports pertaining exclusively to training. Courses offered as needed.

Location: Two Centennial Plaza 1<sup>st</sup> Floor CHRIS Training Room

Training Hours: 3

**CHRIS TRAINING ADMINISTRATION (Course Owner)**

Training Administration – This course is directed to the Department Training Course Owners responsible for creating and managing individual department courses. Topics covered in this course include creation of courses and sessions and the procedures related to maintaining and monitoring the course management process. Courses offered as needed.

Location: Two Centennial Plaza 1<sup>st</sup> Floor CHRIS Training Room

Training Hours: 3

**CHRIS TRAINING REGISTRAR FORUM - 310019**

This training is designed to provide an avenue for Training Registrars and Course Owners to share information and insight as they perform the registration and administration functions of the CHRIS system. This training is open to all personnel interested in the training module.

**January 21  
April 12**

**July 21  
October 12**

**All class times are 10 a.m. – 12 p.m.**

Location: Two Centennial Plaza Auditorium

Training Hours: 2